

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**POLICY DIRECTIVE 36-20**

**1 November 2003**

Personnel

**AWARD PRESENTATIONS**

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- REFERENCES:**
- (a) USTRANSCOM PD 36-20, 1 April 1998, **canceled**
  - (b) USTRANSCOM Policy Directive 36-7, Joint Awards
  - (c) USTRANSCOM Instruction 36-18, Military Awards and Decorations
  - (d) Air Force Instruction (AFI) 36-1001, Managing the Civilian Performance Program

**SUMMARY OF REVISIONS:**

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974.

**A. PURPOSE:** Establishes procedures for planning and scheduling award presentations for joint and Service awards to military and civilian personnel.

**B. APPLICABILITY:** Applicable to all USTRANSCOM personnel (to include personnel assigned to USTRANSCOM or attached to USTRANSCOM on official orders or detailed to duty with USTRANSCOM but assigned to other units).

**C. POLICIES AND PROCEDURES:**

1. Award presentations are divided among those involving the Commander (CDR), Deputy Commander (DCDR), and Chief of Staff (COS), and those handled internally within a directorate or Command Support Group (CSG) office.
2. Award recipients may request a specific individual to present their award. Recipients may also decline formal award presentation or request presentation at their next duty station. Although the command policy is to present awards prior to departure, the recipient's personal desires will normally be honored.

**3.** Award presentations accomplished internally within a directorate or CSG require no formal outside coordination with other staff agencies.

**3.1.** The USTRANSCOM Protocol Office (TCCS-P) will loan items to directorates/CSGs for use at award presentations. They may be reserved in advance by coordinating with TCCS-P. All loans are on a first-come, first-served basis.

**3.2.** The Directorate of Manpower and Personnel (TCJ1), Military Awards Program and Orientation Branch (TCJ1-PD), will provide a loaner medal for award presentation when the recipient is not entitled to another medal, i.e., Oak Leaf Cluster or Gold Star.

**4.** When a member desires, or when a director or CSG chief deems it appropriate, a request for presentation by the CDR, DCDR, or COS may be initiated. All requests for presentation by the CDR, DCDR, or COS will be initiated *well in advance* (minimum of 30 days lead-time) of the proposed presentation date to allow ample planning and confirmation of CDR/DCDR/COS availability, ceremony date, and location. No commitment to an award recipient that the CDR/DCDR/COS will officiate the ceremony should be made until confirmed in writing by the Command Section.

**5.** Presentations with CDR/DCDR/COS participation:

**5.1.** Requests for CDR/DCDR/COS participation in an award presentation will be submitted on Air Force (AF) Form 1768, Staff Summary Sheet (SSS), signed by the director or CSG chief, and coordinated through TCCS-P prior to forwarding to the Command Section. The request should include the following information:

**5.1.1.** Name and pay grade of the award recipient.

**5.1.2.** Type of award(s).

**5.1.3.** Reason for award (PCS, retirement, specific achievement, etc.).

**5.1.4.** Courtesy call location (scheduled with presiding official 10 minutes prior to ceremony).

**5.1.5.** Ceremony location (tentative reservations for a conference room or the auditorium should be noted, to include date, time, and place).

**5.1.6.** Point of contact (POC) (name, telephone number, and email address of directorate/CSG action officer).

**5.2.** Proposed date and time (must be pre-coordinated with appropriate Command Section scheduler prior to SSS submission).

**5.3.** A ceremony that includes films, slides, or other audiovisual presentations must be coordinated with the Directorate of Command, Control, Communications, and Computer Systems (TCJ6) Audiovisual Team (868 CS/SCUEV). When applicable, the 868 CS/SCUEV will be included on AF Form 1768 for coordination prior to routing to TCCS-P.

**5.4.** Any award ceremony officiated by the CDR/DCDR/COS requires coordination with TCCS-P. Immediately upon written notification that the CDR/DCDR/COS has agreed to officiate at an award ceremony, the directorate/CSG POC must contact TCCS-P. At this time, TCCS-P will require additional information concerning the ceremony, such as:

**5.4.1.** List of known family members, friends, and dignitaries who will be present, as well as number of people expected at the ceremony.

**5.4.2.** One-page biography of the recipient, to include significant assignments.

**5.4.3.** Reserved parking requirements.

**5.4.4.** Refreshments desired, if any.

**5.5.** Since the CDR/DCDR/COS schedules are subject to frequent and last-minute change, it is important to have a backup plan to cover unexpected absences. If a ceremony must be canceled, all expected attendees must be notified of the cancellation, particularly family members and guests who may be traveling from out of town. *It is the responsibility of the directorate/CSG POCs to notify the appropriate offices of the cancellation. Plans must include arrangements for another general/flag officer to substitute for the unexpected absence of the CDR/DCDR/COS.*

**D. EFFECTIVE DATE AND IMPLEMENTATION:** This policy directive is effective immediately.

**APPROVED BY**

**\SIGNED\  
GARY H. HUGHEY  
Lieutenant General, U. S. Marine Corps  
Deputy Commander**

**OPR: TCJ1-P**